



save the family  
FOUNDATION OF ARIZONA

**Volunteer Department  
AmeriCorps Job Description  
Holiday Sponsorship**

**SUMMARY:** The Volunteer Department AmeriCorps Volunteer supports Save the Family's Holiday Sponsorship Program for client families and Volunteer Department by providing administrative support for all volunteer functions within the organization. The volunteer is responsible for data entry, administrative tasks including mailings, correspondence, internet research, and filing.

**RESPONSIBILITIES:**

- Organize paperwork – client wish lists, client photos, media releases, thank you letters, client Letters
- Maintain confidentiality
- Track paperwork received
- Follow up on missing paperwork
- Act as liaison between Direct Service Staff and Holiday sponsorship volunteers
- Prepare labels for thank you mailings
- Prepare delivery slips/labels
- Provide timely and accurate information to both Direct Service Staff and volunteers
- Follow up phone calls to sponsors
- Track and organize family photos from Family Photo Day and package them with the correct thank you card
- Review wish lists prior to entry for completion and appropriateness
- Additional duties as needed

**OTHER SKILLS/ABILITIES:**

- Strong communication skills, both written and interpersonal.
- Ensure delivery of excellent customer service through communication and coordinating with other departments.
- Team player who is able to maintain relationships and provide excellent service with staff and constituents.
- Demonstrated independent thinking and ability to connect the big picture in day to day work and projects.
- Must be computer literate with a working knowledge/experience in current Microsoft Office applications specifically Outlook, Word, Excel.
- Ability to multi-task
- Ability to complete projects within a tight timeframe.

- Must have open availability during the months of October, November, and December.
- Ability to use the Internet and have a proven ability of working in a systems environment, with ability to learn and use new software and systems as required.

#### SERVICE COMMITMENT

AmeriCorps must complete 700 of service before February 28, 2015 (approx 30 hrs per week)

A Demonstrated Commitment to the Mission, Vision, and Values of Save the Family Foundation of Arizona is imperative for all volunteers.

**Save the Family and Mesa United Way are equal Employment opportunity employers and seeks to employ and assign the best qualified personnel for all their positions in a manner that does not unlawfully discriminate against status or characteristic protected by law.**